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		Chief. DD/P Syst	tems Group		
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Approved For Release 2009/01/16: CIA-RDP70-00211R000800350009-5

ETEM NO.	FILES IDENTIFICATION DUILE	Alles i	
4.	DOCUMENT FILES	VOLUME	OTSPOSITION INSTRUCTIONS
	3.4.23		
	a. Intelligence Files	14.	
4.5	2004. Sept. 1912.		
	Consists of information necessary for	97.5	Temporary
-2.76	documentation purposes. These include		Temporary, Screen file periodically. Re tain in office area materials needed for
	information reports, finished intelligence	The said	current operation. Transfer to Records
	debriefings, maps, city directories, de-	No.	Center inactive portion. Destroy material
	lector source files, etc. Arranged by		no longer needed.
	country and subject within.	1.	
	b. Personal Documents		The state of the s
	Consists of original documents as		Tamparawa
	well as photocopies of originals. These		Temporary. Retire to Records Center who inactive. Shelf list for material will be re
			viewed by TSD pi25X1 to authorizing de-
		oper T	struction as indicated below:
425			
1424			Items marked 4bl - after 2 years
		\$	Items marked 4b2 - after 5 years
		def-	Items marked 4b3 - after 10 years
17.0		de'	Should the maximum
			Should the value of any of these items have changed and destruction cannot be authorize
		Ž.	they will be returned to TSD/ for resub-
			mission to the Records Center.
	c. Document Reproductions	₩.	
1004	**** *** *rebroductions	, Q.,	
22	Consists of reproduced copies of	90.5	
	documents needed for documentation	30.3	Temporary, Destroy when no longer needs
	purposes.	3 1	for documentation purposes.
71.		6	
		*	Amendment - 25 September 1962
		25	RCS 7362-61

ITEM	NO.	Appr	FATIFICATION	009/01/16 : CIA-RDF	770-00211R00080	DISPOSITION INSTRU	CTIONS
	d.	Document Data	Cards	\$EĈ		Destroy when	no longar needed
		index to the do	cument file and a inent document d	lso used	for docume	mation purposes	
				žs.	0 7	n. + willer	no longer needed
					for docume	ntation purposes	
N N				1	See See		
						iment – 25 Septe	mber 1962
					n RCs	7362-61 	
			APPR	h w	and the state of t	2001162 Date	
	K.			Chief, Records Mar	Jagement Stare		